

1 JUN 1973

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 15 June 1973:

a. Revision of Agency Subobject Class Structure.

In an effort to simplify the Agency's budget and accounting procedures, a joint study was initiated by the Office of Finance and OPPB of the Agency's subobject class structure. The results of this study proposed a revision of the subobject class codes by combining those subobjects which (1) no longer require a distinct identity, (2) experience indicates that on an individual basis the sums expended were minimal, or (3) the consolidation of two or more subobject classes will be more meaningful to management. These proposals were presented to the Agency Object Class Committee, represented by all of the Directorates' Planning Officers, and the consensus resulted in a major reduction of 35 subobject classes from the existing 93 to 58. In addition, the revision of subobject classes at our Class A field stations will be further reduced to a low of 30 which will ease the burden of our financial reporting requirements at those installations.

b. Notification to Field Stations Relative to Simplification of Class A Accounting and Reporting Procedures. We prepared a dispatch to all Class A Stations authorizing these Stations to effect changes designed to simplify their prescribed accounting and reporting procedures. These changes, effective 1 July 1973, include:

(1) A reduction in the number of subobject classifications prescribed for field use from 93 to 30. This change should substantially reduce the time and effort required to record and report expenses and obligation data.

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(2) A recision of the requirement that Stations submit a monthly Schedule of Cash Receipts and Disbursements.

(3) A simplification of the procedures for the preparation of the monthly Schedule of Transfers.

(4) A discontinuance of the preparation of Transfers of Account which involve minor expense charges.

(5) A minimization of record keeping and elimination of any duplication of effort.

25X1 c. Security Briefing on Proposals for GIM-II Evaluation. [redacted] from the Office of Security briefed the Deputy Director of Finance, the Chief of Audit Staff and other representatives of Finance and Audit regarding their solicitation of contractual proposals for a security review of the GIM-II software. It was agreed that we would look over these proposals as they are received to ascertain the relevance to the Office of Finance and Audit Staff requirements.

[redacted]

e. VIP Activities.

(1) Statements for the quarter ending 31 March 1973 were distributed to employees this week. The conversion to the new funds will be reflected on the statements for the quarter ending 30 June 1973.

[redacted]

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f. Disability Retirement Travel. We prepared a memorandum dated 13 June 1973 from the Chairman, Travel Policy Committee, to the Chief, Support Services Staff, proposing revisions of [redacted] to clarify 25X1 that the Director of Personnel may approve an authorization for an employee to commence retirement travel in advance of his actual retirement in situations where his retirement on disability has been approved. 25X1

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2. Significant activities planned for next week are as follows:

a. Information Science Course. A meeting has been arranged by the Analysis Staff with [redacted] of the Information Science Programs Staff, to discuss the exact dates of the first running of our Information Science Training Course. 25X1

b. Meeting with GAO Representative on ADP Audit. The Chief of the ADP Audit Group, Audit Staff, and the Chief of the Analysis Staff, Office of Finance, are arranging a luncheon meeting with Mr. Wysong from GAO who is responsible for GAO ADP audit policy. The purpose of this meeting is to discuss ADP auditing policy and techniques relevant to our Agency. Mr. Colby, in a current week's discussion with Audit Staff, encouraged this type of liaison with GAO.



for Thomas B. Yale
Director of Finance

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